Welcome to Agency Benefits (ABEN)

Course Logistics

- Please turn-off or mute all cell phones/pagers
- Location of water fountains and restrooms

Approximate Course Time: 1½ Hours

Requisite Edison Learning

Edison Online Course:

<u>Basic Navigation</u>

http://intranet.state.tn.us/erp/training.html

Agenda

- Introduction to Edison

- Introduction to Agency Benefits using Edison

- How to Search for an Employee by "National ID"

- How to View Employee's Benefit Summary

- How to View Employee's Job Summary

- How to View Employee's Health Benefit Elections

Introduction to Edison
"Why Edison?"

- Replace old costly-to-maintain administrative information systems with a new fully-integrated "enterprise" solution

- Improve out-dated business processes

- Eliminate duplicate functionality between agency-level and centralized administrative systems

"Why Edison?" *(Cont'd)*

- Meet agency needs not currently met by centralized systems

- Achieve operational efficiency

- Provide better management information

- Leverage new technology

Course Objectives

- Upon completion of this course, you will be familiar with the process of:

    - Searching for an employee by <u>National ID</u>

    - Viewing employee <u>benefits summary information</u>

    - Viewing employee <u>job summary information</u>

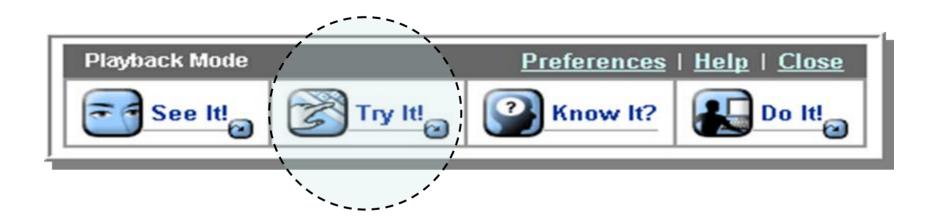   - Viewing employee <u>health benefit elections information</u>

Course Components

- Course Syllabus

- Training Tool

  – *User Productivity Kit (UPK)*

- Support Materials

  – *Handouts*

  – *Quick Reference Guide*

Training Tool

- User Productivity Kit (UPK)
  - *Supplied by PeopleSoft to develop training materials*
  - *Used today to demonstrate the lesson activities*
  - *Four "Modes"*

Playback Mode | Preferences | Help | Close

See It!   Try It!   Know It?   Do It!

Key Points

- Use Employee IDs instead of Social Security Numbers (SSN)

- Benefit enrollments will be processed centrally, including:

  - *Insurance*

  - *Flexible Spending Accounts (FSA)*

  - *Deferred Compensation*

- "Home" address is required

Let's take a look at the Syllabus…

Reminders

- Practice in the practice session area, as needed:

  – http://intranet.state.tn.us/erp/training.html

- Encourage employees to contact the Benefits Service Center for any questions or concerns about their benefits:

  – *615-741-3590 or 800-253-9981*

- All Edison training materials are available online:

  – http://intranet.state.tn.us/erp

Edison Help

- Edison Help Desk
  - *Available for all questions related to Edison*
  - *Hours till Edison Go-Live – 8:00 to 4:30 CDT, M-F*
  - *741-HELP (615-741-4357) or 866-376-0104*

Edison.hd@state.tn.us

Questions?

Class Evaluation

We value your time, attendance and input…

Please complete the online class evaluation:

http://intranet.state.tn.us/erp/training.html

Thank You